

Meeting Notes (Detailed Example)

Meeting Title: Weekly Project Development Meeting

Date: 15 May 2026

Time: 10:00 AM – 11:30 AM

Location: Conference Room / Online (Google Meet)

Chairperson: Ahmad (Project Manager)

Secretary: Sarah

Attendees:

- Ahmad (Project Manager)
- Sarah (Secretary)
- John (Backend Developer)
- Aina (UI/UX Designer)
- Kumar (QA Tester)

1. Meeting Objectives:

- Review project progress
- Assign new tasks
- Identify issues and solutions
- Plan next development phase

2. Project Progress Update:

- Overall project completion: 70%
- Login system: Completed and tested
- Dashboard module: Completed
- Database integration: In progress

3. Task Assignments:

- John: Complete API integration and fix backend bugs
- Aina: Improve UI design and mobile responsiveness
- Kumar: Conduct system testing and report bugs
- Sarah: Prepare documentation and meeting reports

4. Issues Identified:

- Delay in database synchronization
- UI feedback required from client
- Testing phase needs more time

5. Decisions Made:

- Daily progress updates required in group chat
- Weekly milestone review every Friday
- Prioritize backend completion before UI changes

6. Next Steps:

- Complete backend API by next week
- Start full system testing
- Prepare final presentation draft

Next Meeting:

Date: 22 May 2026

Time: 10:00 AM

Agenda: Final testing review and bug fixes

Prepared by: Sarah (Secretary)